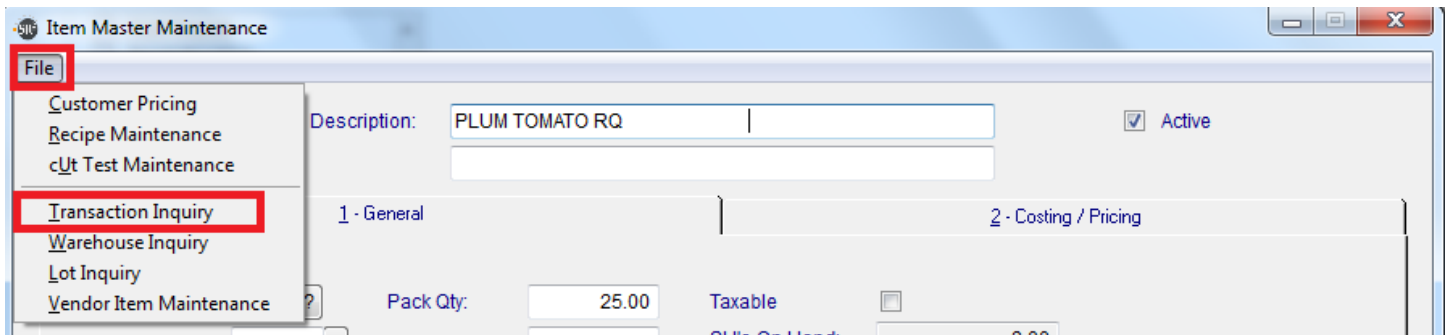


## How to view an audit trail of the history of an item to determine the Vendor

The user has the ability to track the purchasing history of an item.



The screen will display:

The screenshot shows the 'Transaction Inquiry 75007 - PLUM TOMATO RQ' window. The 'Start From' field is set to 75007. A table displays transaction history with columns for Item ID, Date, Source, Reference, Qty SU, SU, Qty BU, Price, Cost, and Warehouse. The 'Source' and 'Reference' columns are highlighted in red.

Item ID	Date	Source	Reference	Qty SU	SU	Qty BU	Price	Cost	Warehouse
75007	10/18/11	P	2317	3.00	CS	3.00	0.00	26.6000	SR2
75007	10/04/11	P	2283	5.00	CS	5.00	0.00	26.6000	SR2

**Source:** P=Purchase Order, S=Sales Order

**Reference:** Order Number

To Track the Vendor associated to the Order go to the **Purchasing menu, Purchase Order History Lookup**. Enter in the Order Number.

The user can also reprint the Invoice by clicking on the **Print PO** Button.

The screenshot shows the 'Purchase Order History Lookup' window. The 'Order #' is 2429 and the 'Total' is 19,312.50. The 'Vendor' is 'All American Meat & Seafood'. A table displays the order lines with columns for Item #, Description, Rec Qty, UOM, Price, and Rec Bill Qty. The 'Print PO' button is highlighted.

Item #	Description	Rec Qty	UOM	Price	Rec Bill Qty
20800	SMITH BONELESS RIBEYE	50.00	CS	5.15	3,750.00